

## PROPOSED AMENDMENT OF IOWA STATE UNIVERSITY GENERAL RULES

Draft of March 14, 2002--Incorporating All Proposed Changes

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### CHAPTER 13 IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY ORGANIZATION AND GENERAL RULES [Prior to 4/20/88, Regents, Board of[720]]

#### 681—13.1(262) Organization.

~~13.1(1) Statement of university mission. Iowa State University of science and technology at Ames is recognized as a broad-based university with an orientation around science and technology which has sufficient scope and depth in its undergraduate and graduate instruction, its research, and its extension and public service functions to enable it to continue to be a distinguished land grant university. In addition to its graduate and undergraduate work in the physical, biological, and social sciences, it will maintain strong undergraduate programs in the liberal arts, and will offer such master's and Ph.D. programs in this area as are justified to meet the needs of the state and to maintain the overall strength and desirable balance of the university as a whole. Although a majority of the degrees will continue to be bachelor of science and master of science degrees, the degrees offered in those major programs which are more closely related to the arts than to the sciences may be designated as bachelor of arts or master of arts degrees. In its professional programs, principal emphasis will be given to the maintenance of strong programs in the sciences, agriculture, engineering, veterinary medicine, environmental design, education, and home economics, with graduate instruction, research, extension and public service functions in these subject matter areas clearly recognized and generously supported. There will be no major programs in law, library science, human medicine, dentistry, pharmacy, nursing, social work, hospital administration, occupational therapy, physical therapy, speech pathology, or hydraulics engineering.~~

~~— Future programs will be determined by the continuing study of existing programs and of developing needs. Programs will be curtailed or eliminated when the assessment of need and resources could best be spent on other programs. The university approaches the addition of new programs and courses with considerable caution. Generally, new programs are fashioned out of existing programs in response to developing needs. But if the university is to remain vital, it must~~

~~consider at the appropriate time the development of some new programs that fall within its general mission and that meet the new needs of students and society.~~

~~—This rule is intended to implement Iowa Code section 266.2. Iowa State University of Science and Technology is a public land-grant institution serving the people of Iowa, the nation, and the world through its interrelated programs of instruction, research, extension and professional service. With an institutional emphasis in areas related to science and technology, the university carries out its traditional mission of discovering, developing, disseminating and preserving knowledge.~~

13.1(2) Officers. The university has three statutory officers: president, secretary, and treasurer. The president is the chief administrative officer of the university and has authority and duties as have been delegated by the board of regents.

~~—The president has recommended, and the board of regents has appointed, five vice presidents who are directly responsible to the president. The vice president for academic affairs, through the deans and directors, coordinates and administers the academic program and the personnel policies of the university. The vice president for research coordinates the research program of the university and also administers the graduate college. The vice president for student affairs coordinates all nonacademic student services. The business and finance manages the fiscal operations and physical plant of the university. The vice president for information and development is responsible for the information services and developmental activities of the university. The vice president also serves as advisor on many other aspects of university relations, both internal and external.~~

A detailed listing of the university units is shown on the organizational chart contained in the university office procedure guide and on its web site at the following address:

<http://www.adp.iastate.edu/vpbf/prod/docs/opg/orgcht.htm>.

13.1(3) Operations. The provost oversees the academic and extension activities of the University.

~~—The academic mission of the university is principally carried out through its six nine colleges: graduate, agriculture, education, engineering, family and consumer sciences, sciences and humanities, liberal arts and sciences, design, business and veterinary medicine. The dean of each college is its chief administrative officer. — Research conducted by the experiment station varies from broad studies of statewide, regional and national impact, through studies to~~

~~meet specific local needs, to fundamental work in the community, laboratory or greenhouse. This research gains information about people, animal life, plant growth and development, soils, climatology, ecology, water resources, and the relationships that exist among them. The chief administrative officer of the experiment station is the director. The extension service is an integral part of the land-grant university system and provides the link whereby the findings of research are taken to Iowa people. The chief administrative officer of extension service is the director.~~ vice provost for extension.

The vice president for student affairs oversees the various services provided to students, including student activities, student health and student housing and dining.

The vice president for business oversees the various business-related functions of the campus including physical plant, safety, accounting and purchasing.

13.1(4) Communications. Written and personal inquiry, submissions and requests should be addressed to the ~~Information Service Office of University Relations, 116 Merrill Hall~~ 2041 Communications Building, Iowa State University, Ames, Iowa 50011; or the office of the Board of Regents, Old Historical Building, Des Moines, Iowa 50319 11260 Aurora Avenue, Urbandale, Iowa 50322-7905. Generally, inquiries, submissions, and requests by the public may be submitted by informal letter. However, application for some purposes is to be made on a specified form. A list of the forms, general description and the address where they may be obtained are found in rule 13.6(262).

13.1(5) University office procedure guide. The university office procedure guide contains the policies governing the internal administrative operation of the university. It is available for public inspection ~~at the reference desk in the university library and in the office of the state board of regents in the office of the vice president for business and finance, 125 Beardshear Hall, or on line at the following address:~~ <http://www.adp.iastate.edu/vpbf/prod/docs/opg/opg.htm>.

~~This rule is intended to implement Iowa Code section 266.2.~~

**681—13.2(262) Petition regarding rules.** Rescinded IAB 12/15/99, effective 1/19/00.

**681—13.3(262) Petition for declaratory ruling.** Rescinded IAB 12/15/99, effective 1/19/00.

**681—13.4(262) Rule adoption—opportunity for oral presentation.** Rescinded IAB 12/15/99, effective 1/19/00.

**681—13.5(262) Contested cases.** Rescinded IAB 12/15/99, effective 1/19/00.

**681—13.6(262) Forms.** The university uses the forms listed below in dealing with the public. The various forms are classified by subject matter, followed by the name of the office where they are available in care of the Iowa State University of Science and Technology, Ames, Iowa 50011.

Academic forms—deans of the colleges and departmental offices, registrar.

All academic matters such as enrollment, dropping and adding of courses, applying for graduation, waiver of academic requirements, academic grievances and the like.

Admission application forms—director of admissions.

Undergraduate, graduate, veterinary medicine, special student, Saturday and evening class—graduate and undergraduate. Graduate students may need to secure special forms from the department to which they are applying.

Housing forms—director of residence.

All forms related to housing, including applications and contracts for residence halls and apartments quarters for unmarried students, application for married student housing, leasehold for married student housing at Pammel Court, Hawthorn Court, University Village, Schilleter Village.

Intercollegiate athletic tickets—athletic ticket office.

All forms relating to purchase of athletic tickets.

Student financial aid—student financial aid office.

All forms related to financial aid including applications applications for student financial aid, loan applications.

Educational placement—teacher and career placement offices of the various colleges and the career services office.

All forms related to placement for service learning, internships, rRegistration forms for credential service, reference forms for credential files.

International education—international education services

All forms related to foreign study and immigration matters for visiting international students and scholars.

~~Engineering, sciences and humanities placement~~—~~engineering sciences and humanities placement office.~~

~~Alumni placement registration card.~~

~~Home economics placement~~—~~home economics placement office.~~

~~Registration forms for credential service, reference forms for credential files.~~

~~Agricultural placement~~—~~agriculture placement office.~~

~~Alumni placement registration card.~~

~~Veterinary placement~~—~~veterinary medicine placement office.~~

~~Placement information forms.~~

~~Soil testing~~—~~soil testing laboratory.~~

~~Informational forms for soil testing.~~

~~Veterinary services~~—~~veterinary clinic.~~

~~Informational forms and euthanasia form.~~

~~Seed testing~~—~~seed laboratory.~~

~~Seed sample identification forms.~~

Registration—registrar.

Forms for registering and enrolling in classes.

Residency for tuition purposes—registrar.

Forms for requesting residency determinations.

Campus and student organizations—student activities center.

All forms for registering student groups, payment of financial club financial obligations, renting space, permission for holding events and the like.

Scientific testing—testing laboratories.

Each testing laboratory has its own forms for submission of samples and payment for testing services.

Artistic and cultural event tickets—Iowa State Center.

Forms for purchase of season tickets to events.

Iowa State University Center space use—Iowa State University Center.

Rental agreement.

General Rule Amendments

Employment—personnel office.

All forms related to employment, including tax, benefits, employee information and

Applications for employment.

Parking and traffic—traffic office.

All forms related to parking and traffic, including permit applications, and vViolation citations.

Transcript requests—registrar.

Requests for issuance of transcripts—registrar.

## **Rescinded and Reserved**

### **681—13.7(262) General rules**

~~13.7(1) All livestock and other domesticated animals, including but not limited to fowl, cats, dogs, cows, horses, mules, sheep, goats, swine, or reptiles, when on university property, must be kept confined or otherwise physically constrained. Any such animal found running at large or found within university facilities and not part of a university sponsored research program or project may be impounded. Consistent with the laws of the state of Iowa, such animals may be turned over to a city pound or other appropriate state or university agency. For sanitation and safety reasons, pets are not permitted in university buildings. Leader dogs and experimental subjects are excepted. Pets are permitted on the campus in outdoor areas when properly controlled and confined and when their presence does not jeopardize the safety or sanitation of university facilities or the safety of individuals on the campus. In the case of pets such as dogs, proper confinement shall consist of a cage or a leash of sufficient strength to restrain the dog held by a person competent to govern the behavior of the dog. Any pets brought on the campus must be properly licensed and vaccinated under the laws of Iowa and tags indicating such license and vaccination shall at all times be attached to the collar of the pet. In those cases where impoundment is necessary, the owner of the animal or its claimant shall be personally responsible for all costs associated with reclaiming the animal.~~

[Note: The sub-section above has been moved to 13.18, below.]

~~13.7(2) University buildings are open to public access except for specific periods of time based on building usage:~~

~~13.7(3) General restrictions on use of grounds and facilities.~~ University grounds and facilities may not be used in a manner that:

- ~~a. Substantially disrupts university events or the lawful use by other persons;~~
- ~~b. Substantially interferes with the free flow of vehicle or pedestrian traffic;~~
- ~~c. Results in injury or creates the threat of injury to persons;~~
- ~~d. Involves commission of a crime or illegal behavior;~~
- ~~e. Damages or defaces university property or creates the threat of damage to property;~~
- ~~f. Results in significant littering, pollution or other nuisance.~~

~~The university is especially concerned about activities that may result in injury or the threat of injury to persons. All persons on campus are expected to conduct themselves in a manner that avoids endangerment and injury of others.~~

[Note: The sub-section above has been moved to 13.8(1).]

~~—13.7(4) Lost and found items are deposited in room 107 Beardshear Hall. At the end of the academic year unclaimed items are given to charitable organizations dealing with used materials.~~

[Note: The sub-section above has been revised and moved to 13.9.]

~~—13.7(5) The use of cameras, tape recorders, and noisemakers is prohibited during performances in the various theatres, auditoria, ballrooms, and lounges. Such items may be impounded by university personnel and returned at the conclusion of the performance. Permission may be granted for an exception by the president of the university or the president's designee, to be announced publicly in advance.~~

~~—13.7(6) Auditoria aisle doors will be closed when performances begin. Latecomers may not be seated until an appropriate program break. Standing in aisles during performances is not permitted, except by employees.~~

[Note: The sub-section above has been moved to 13.16(8).]

~~—13.7(7) Smoking is prohibited in all rooms in which organized academic activity occurs: classrooms, seminar rooms, auditoria, teaching laboratories and gymnasias.~~

[Note: The sub-section above has been moved to 13.17(1).]

~~—13.7(8) Food and beverages shall be consumed in academic buildings only in areas designated by the responsible departmental supervisor.~~

[Note: The sub-section above has been moved to 13.17(3).]

~~—13.7(9) The following fees and deposits apply to the members of the public prior to admission to the university as students:~~

- ~~a. A \$10 fee is required to accompany an application submitted by a prospective student. This fee is not required from a student previously enrolled for full-time study at the university during a regular academic year, or an applicant to the graduate college or the college of veterinary medicine who has earned a degree from the university.~~
- ~~b. A \$25 deposit is required to accompany applications for contracts for residence hall accommodations. This deposit is refunded when the student leaves the university provided there has been no damage to the accommodations.~~
- ~~c. A \$25 deposit is required to be paid at the time a married student apartment is assigned to the prospective student. This deposit is refunded when the student leaves the university provided there has been no damage to the apartment.~~

#### **681—13.8(262) Contracting authority.**

13.8(1) General Delegation. The state board of regents has delegated to the president authority to make contracts and agreements as specified in Iowa administrative rules, board of regents, 681—Chapter 8681 IAC 8. The president has delegated authority for signing such agreements and contracts to the vice president for business and finance in all cases except the following:

- a. Employment matters involving deans, directors, departmental executive officers and faculty are administered by the vice president for academic affairs provost.
- b. Applications and agreements for grants for educational development and research from all sources are signed by the contracts and grants office vice provost for research or director of the office of sponsored research administration.
- c. Supplies, equipment, and services to be ordered from sources outside the university in compliance with Iowa administrative rules, board of regents, 681—Chapter 8, are



~~purchased only by means of purchase orders or purchase contracts approved and signed by the purchasing agent, and based on requisitions submitted to the purchasing agent.~~  
Agreements to form educational consortia, for joint educational projects and for cooperative education may be signed and administered by the provost.

13.8(2) Specific delegations. Within the limits prescribed by the board of regents, the vice president for business and finance may delegate authority for contracts for supplies, equipment and services to the director of business affairs and other persons as provided by the university's office procedure guide.

681—13.9(262) Lost and found. Lost and found items are deposited with the department of public safety. Unclaimed items are treated as abandoned property.

#### FACILITIES USE RULES

681—13.10(262) University grounds and facilities are primarily dedicated to its missions of teaching, research and service. While grounds and facilities are generally open to non-commercial use by the public, students, student organizations and staff, use for other than university-related purposes must not substantially interfere with university activities and must be in conformity with the requirements indicated below. University-related activities, including the activities of recognized campus and student organizations, will be given priority.

Except as specifically indicated, the policies below are applicable to non-commercial uses. Commercial uses, including solicitation, advertising and sales, are subject to the university's policy on commercial activities.

681—13.11(262) Access to facilities. University grounds and facilities are generally open to public access except as provided below:

a. Persons may not enter buildings or facilities without authorization when the buildings or facilities are locked, when signs indicate they are closed to the public or when they are closed to the public for specific events.

b. The following facilities and grounds are restricted areas. Access requires express permission of the relevant building supervisor, superintendent or other person in charge of the

facility: individual residences or dwellings, research laboratories or facilities, farms and associated buildings, animal storage and confinement facilities, utility and maintenance closets, mechanical rooms, utility facilities, utility tunnels, storage areas, hazardous materials waste storage and handling areas, marked or fenced construction areas, institutional food preparation areas, private offices, work rooms, shops, areas where medical, psychological or other consultation takes place, radio and television studios, intercollegiate athletics competition facilities or areas which bear signs indicating that access is restricted. The university has leased some of its property and facilities to other parties for use related to university purposes (for example, the Ames Laboratory and the National Soil Tilth Laboratory). Such areas are not open to public use except as provided by the lessee of the property or facility. The Memorial Union, the buildings at the Iowa State Center (Hilton Coliseum, Scheman Continuing Education Building, Stephens Auditorium and Fisher Theater) and the Iowa State University Research Park are managed by separate organizations that regulate usage of these facilities and property.

c. Access to grounds and facilities may be denied when they are closed to the public for special university events, or when access would conflict with another approved use of the grounds or facilities. The university may limit or control access to areas of the campus for ceremonial events and celebrations such as graduation and VEISHEA.

d. Unapproved uses of university grounds and facilities by the general public are subject to preemption for university activities, for use by recognized student and campus organizations and for uses by students, faculty and staff for purposes related to the university's mission.

e. Access to performances, art exhibits, museums and other exhibitions may be regulated by requirement of payment of a fee for entry. Visitors are required to abide by policies set by the various facilities.

f. Access to campus roads and parking is governed by university parking and traffic regulations, as well as signage erected upon campus roadways and parking areas.

**681—13.12(262) When authorization is required for use of facilities open for general use.**

To ensure no conflicts in the use of facilities, groups or persons wishing to use facilities, whether indoors or outdoors should schedule use of university facilities as provided below. ISU has designated public forum areas with few restrictions. Public events, as defined below, require filing of a notice, or approval depending on the event.

"Public events" are defined as outdoor events where more than 50 persons are participating or at which the sponsor reasonably expects more than 50 persons to be involved, or indoor events where more than 15 persons are participating or at which the sponsor reasonably expects more than 15 persons to be involved.

13.12(1) Outdoor areas.

a. Designated Public Forums. The Edward S. Allen Area of Free Debate, located west and south of the Hub, and the area south of the Campanile have been designated as public forums for non-commercial expression. If these areas have not been reserved for use for university purposes or by student, faculty or staff organizations, any member of the public or of the university community may use these areas for expressive activities on a first come, first served basis. Signs or placards, each of which is carried by one or two persons, are permitted. Free-standing displays are permitted as long as the display occupies a space of less than 200 cubic feet, weighs less than 300 pounds and is accompanied at all times by an individual responsible for the display. Leafleting may be conducted in a way to avoid substantial littering of the campus.

b. Uses that Require Only Notice. Organizations and groups of persons wishing to use outdoor areas other than a designated public forum for a public event must file a notice of intent to use an area with the Student Activities Center. If possible, such notice should be given at least twenty-four hours in advance of the event, but in any case must be given at least three hours prior to the event. No approval is necessary if the event meets the following criteria:

i) For events held on weekdays between the hours of 8:00 a.m. and 4:00 p.m., the event will be held at least one hundred feet away from buildings that normally hold classes;

ii) No other person or group has been authorized to use the area, or has filed a notice of intent to use that area or an adjacent area;

iii) The organizers do not intend to use amplification equipment or equipment requiring use of electrical power connections, except that hand-held megaphones are permitted if used so as to direct the sound away from nearby buildings that normally hold classes;

iv) Participants will not use displays other than signs or banners carried at all times by one or two participants (unattended displays may not be used without permission);

v) If the event is not at one of the two public forum areas, the event will occur only between the hours of 8:00 a.m. to 10:00 p.m.; and

vi) The sponsor of the event indicates that the event will comply with the general restrictions indicated above.

c. Uses that Require Approval. A public event not at an open forum area, which does not meet the above criteria, requires prior approval by filing an Activity Authorization Form with the Student Activities Center at least three business days in advance of the proposed event. The Student Activities Center will make every effort to provide approval or non-approval (with a statement of the reasons for non-approval) within one business day. The sponsors of the event may request waiver of the three-day requirement. A waiver may be granted if the Student Activities Center determines that there are good reasons for an exception. Events will be evaluated based upon whether conducting of the event will meet the general rules indicated below. Approval may be conditioned upon sponsors making reasonable assurances that the event will comply with them. In addition, reasonable time, place and manner restrictions may be required. Events will not be disapproved based upon the content of proposed speaking or expressive activity.

Following such clearance, the organization will make particular arrangements regarding location, electrical power needs, custodial services, and provision for liability as directed by the Student Activities Center. If streets or parking lots are to be involved, the organization must receive clearance from the Department of Public Safety, 294-4428. Preferred locations for outdoor programs, that are likely to cause disruption of other activities, are the areas south or north of the Campanile, west of Curtiss Hall, east of Ross Hall, south of the Hub, and south of the Parks Library, provided they do not conflict with university classes or scheduled activities, and provided they conform to appropriate uses for the area.

#### 13.12(2) Indoor Areas.

a. General Policy Regarding Use. Any use of indoor areas must not conflict with university programs and events and must be compatible with the purpose of the facility or the particular area to be used.

i) Members of the general public and campus community are free to enter university facilities (other than restricted areas) during business hours as necessary to transact business, seek information about the university or deliver petitions or correspondence.

ii) Organizations and groups desiring to use academic and residence facilities for conferences should contact the offices listed below to determine availability and fees for use.

Organizations desiring to use the Iowa State Center or the Iowa State Memorial Union for conferences, meetings and events should contact the relevant facility at the numbers listed below.

iii) Organizations (other than recognized campus and student organizations) using classrooms, auditoria, and meeting rooms will be charged the customary rental of those facilities. All users will be responsible for costs incurred for set-up, equipment use, clean up and use of services and materials of the university.

iv) To avoid disruption, the following kinds of indoor areas are not available for non-university related assembly or solicitation: hallways, stairways, waiting rooms, residence halls and apartments, dining facilities, work rooms, common areas provided around service windows, the Veterinary Hospital and the Student Health Center. Atria and open areas in buildings are generally available for use except when they are used as waiting areas or common areas around service windows.

b. Uses that Require Scheduling. To avoid conflicts with university activities and permitted use by others, organized use of indoor areas by groups of fifteen or fewer persons, that will substantially exclude others from using the same or adjacent areas (other than transitory passage through public areas and hallways), require scheduling through the Student Activities Center.

c. Uses that Require Approval. Organized or concerted assembly or solicitation at indoor areas by groups involving more than fifteen persons for non-university-related purposes must be approved by filing an Activity Authorization Form with the Student Activities Center at least three days in advance of the activity. The Student Activities Center will make every effort to provide approval or non-approval (with a statement of the reasons for non-approval) within one business day. The sponsors of the event may request waiver of the three-day requirement. A waiver may be granted if the Student Activities Center determines that there are good reasons for an exception. Events will be evaluated based upon whether conducting of the event will be consistent with the facility's purpose and with university's general rules on facility use. In addition, reasonable time, place and manner restrictions may be required. Events will not be disapproved based upon the content of any expressive activity. Persons denied authorization may appeal to the Vice President for Business and Finance.

The following facilities are managed by separate university offices or organizations. The Student Activities Center and users must coordinate use of these facilities with the listed offices:

Common Areas in Buildings--Building Coordinator for the Building

Rooms in Academic or Administrative Buildings--Room Scheduling, General Services Building, 294-5338.

Memorial Union--Reservations, 210 Memorial Union, 294-1437

Iowa State Center--Center Office, 4, Scheman Conference Center, 294-3347

Residence Halls--Undergraduate Residences (RCA, TRA and UDA), 294-8395;  
University Family Housing Office, 294-5360; Hawthorne Office, 294-2107-

Recreation Facilities--To schedule or reserve recreation facilities, contact the Recreation Services office, 107 State Gym, 294-4980. Recreation Facilities include Beyer Hall, State Gym, Armory, Physical Education Building, Leid Recreation/Athletic Facility, and outdoor intramural-recreation fields and courts.

Use by Students and Recognized Student Organizations. Students and student organizations have priority for use of residence facilities, recreation facilities and the Memorial Union. Students and student organizations may directly contact the offices listed above to schedule use of meeting rooms and other facilities.

As part of the university's comprehensive effort to conserve energy and save money, activities will generally be scheduled into buildings normally open and operational in the evenings. More information may be obtained through the Room Scheduling Office.

**681—13.13(262) Display of non-instructional materials.**

13.13(1) Displays within buildings. Posters, advertisements, or other visual display materials may be affixed only on permanent building bulletin boards. Such display materials may not have a surface area of greater than 300 square inches.

"General" bulletin boards may be used by Iowa State University students and organizations as well as the general public without approval for posting information related to their activities.

Bulletin board notices must include the date they are posted or the date of the event and may be posted no more than one month in advance of the event. Undated and early notices will be removed. Properly posted notices will be removed after thirty days or in the case of advertisements for an event, after the date of the event.

"Restricted" bulletin boards are limited to the use of designated departments or organizations. Use of these bulletin boards must be approved by the official representative of the respective department or organization.

### 13.13(2) Exterior Displays

a. Residence Department buildings: Signs, banners, and other display materials may be affixed to buildings only with the authorization of the Coordinator of Residence Life in each residence complex.

b. Academic buildings: Signs, banners, and other display materials may not be affixed to buildings. Rare exceptions may be made in cases where the display materials are clearly associated with an academic function. Prior approval must be obtained from the Student Activities Center and from Facilities, Planning and Management, General Services Building, by submitting an Activity Authorization form. Such forms are available at the Student Activities Center.

c. Exterior display, not on buildings: Signs, banners, and other display materials may not be affixed to sidewalks, trees, fences, shrubs, light poles, or any other fixture of the landscape, nor may free-standing displays be placed in any area other than those areas scheduled through the activity authorization process. Except for those displays indicated above in the section on public forums and hand-held displays at events for which approval is not required, prior approval of displays must be obtained from the Student Activities Center through completion of an Activity Authorization form.

d. Clean up: All visual displays should be removed as they become outdated or after authorization has expired. Clean-up charges may be billed to the organization/department/individual for failure to clean up promptly. Organizations, departments, and/or individuals may be billed for clean-up expenses for illegally posted materials.

## STANDARDS OF CONDUCT ON CAMPUS

### 681—13.14(262) General rules on use of grounds and facilities.

a. University grounds and facilities may not be used in a manner that substantially disrupts university events or the lawful use by other persons; substantially interferes with the free flow of vehicle or pedestrian traffic; results in injury or creates the threat of injury to persons; involves commission of a crime or illegal behavior; damages or defaces university property or creates the threat of damage to property; or results in significant littering, pollution or other nuisance.

b. No person may conduct him- or herself in a manner so as to engage in harassment or stalking as defined by Iowa Criminal law, or engage in sexual or racial harassment in violation of university policy.

c. No person may engage in public urination, defecation or other actions that create a sanitary hazard.

d. Persons entering specialized facilities, such as libraries, recreation facilities, clinics, research laboratories and other research facilities, and areas not open to the general public must comply with policies established by such facilities. Questions about applicable policies should be directed to the manager or supervisor of the facility.

e. Weapons are not permitted on the campus except for purposes of law enforcement and as specifically authorized for purposes of instruction, research or service. A weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for which it was designed. Weapons include any pistol, revolver, shotgun, machine gun, rifle or other firearm, BB or pellet gun, tazer or stun-gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Residents of university housing may possess knives having a blade exceeding five inches for cooking purposes.

f. Consumption of alcohol is not permitted in outdoor areas of the campus. An exception is made for consuming alcoholic beverages served at approved events for which a valid liquor permit has been issued as provided by state law, and for private events or designated areas at events. Unauthorized alcoholic beverages are subject to confiscation.



g. Vehicles are not permitted off of roadways or parking areas without permission from Room Scheduling, General Services Building, 294-5338.

**681—13.15(262) Commercial Uses.** This rule applies to private commercial uses other than those of university units, university affiliated entities or of recognized campus organizations.

**13.15(1) Commercial solicitation, advertising and sales.** Commercial solicitation, advertising and sales are not permitted on the campus except as follows:

a. Newspapers and periodicals may be distributed in established locations in accordance with the university's periodical distribution policy, which is available from the vice president for business and finance.

b. Commercial advertising or displays on bulletin boards must conform to the provisions of 681 IAC 13.13(1).

c. Commercial sales or solicitation may be approved by the vice president for business and finance. Such activity may be approved for academic areas of the campus if there is a direct relation to the academic programs. Otherwise, such commercial activity may be approved only in the area directly to the north of the Memorial Union, with priority being given to all other campus-related uses.

**13.15(2) Mail systems.** Use of university mail systems and related facilities may be approved by the vice president for business and finance for the solicitation of employees by charitable organizations when the following criteria are met.

a. The charitable organization presents documentation of its tax-exempt status as provided in Section 501(C)(3) of the Internal Revenue Code;

b. The solicitation is conducted once a year through an on-campus coordinated campaign of all eligible organizations meeting the conditions and giving written notice to the university of the desire to participate at least 120 days prior to the campaign period;

c. The organization may be expected to pay the administrative and out-of-pocket costs associated with using the university campus mail system or other university facilities;

d. The solicitation by any one charitable organization may occur once in any calendar year;

e. No solicitation using the university's facilities may occur except as described above; however, any eligible charitable organization may arrange to conduct information sessions at

which no solicitation occurs, at times and places and in a manner the university deems reasonable; and

f. Any eligible charitable organization acting pursuant to the authority of this rule may also make use of the payroll deduction system described in Iowa Code sections 70A.14 and 70A.15, if qualified under the terms of those provisions.

**681—13.16(262) Conduct at public events.** The following rules are intended to assure the safety of students, faculty, staff and visitors to the campus and to ensure widest enjoyment of the benefit of public events at Iowa State University.

13.16(1) No person may engage in behavior that causes or threatens injury or damage to property, that results in disruption of a public event or that causes unreasonable interference with others' enjoyment of a public event.

13.16(2) Special rules may be enforced with respect to events that are open to the public, based upon the nature of the event. For example, performers may require that no cameras or audio or video recording devices be permitted in the arena. Persons may be refused to enter with items that may be used as projectiles. Umbrellas and other items that may obstruct the views of other attendees may be excluded from facilities.

13.16(3) Possession, carrying in or consumption of alcohol is not permitted at public events. An exception is made for consuming beer or wine served at approved events for which a valid liquor permit has been issued as provided by state law, and for designated events or designated areas at events. Unauthorized alcoholic beverages are subject to confiscation.

13.16(4) Aisles, walkways and stairs must be kept clear of hazards and obstacles. Knapsacks, duffel bags, backpacks, bags or other containers shall be small enough to fit completely on or under one seat, and shall be so kept at all times.

13.16(5) Laser pointers and similar devices are not permitted in to athletic and performing events, and are subject to confiscation. Persons who use any such device to interfere with athletes and performances are subject to immediate removal from the facility.

13.16(6) Iowa State University reserves the right to reassign parking and seating locations at public events for purposes of access, efficiency or to reduce the likelihood of disruption.

13.16(7) Any person carrying containers or bags which may contain materials not permitted at public events may be required either to open the container or bag to assure compliance, or to

check the container or bag, if such facilities are available for storage of such items, or to dispose of such materials, or to return the materials to their automobile. In addition, patrons may be subject to search using a magnetometer to assure absence of weapons or other hazardous or banned materials.

13.16(8) Auditoria doors will be closed when performances begin. Latecomers may be required to wait be seated until an appropriate program break. Standing in aisles during performances is not permitted, except by employees.

13.16(9) In order assure those attending events may enter facilities efficiently, those leaving the facility early in the event may be denied the right to secure a pass to re-enter.

**681—13.17(262) Regulation of smoking, alcohol and food and beverages.**

13.17(1) Smoking is prohibited in all university academic, administrative and service buildings. Smoking may be allowed in some student living areas. The University may also limit smoking at outdoor events, such as football games at Jack Trice Stadium by entryway and courtyard areas. Smoking areas will be designated away from seating and assembly areas. Smoking is prohibited in Iowa State Center buildings, including Hilton Coliseum and C.Y. Stephens Auditorium.

13.17(2) Unless specifically authorized, the consumption of alcoholic beverages is not permitted on the campus, within university buildings, within university vehicles, or on other university property. Alcohol may be consumed in residences or privately leased units on the campus as allowed by law and the rules and/or lease agreement applicable to the unit. Otherwise, the university will determine the time, place, and conditions under which alcoholic beverages are consumed on university property. Events at which alcoholic beverages are served require evidence of a properly issued state alcohol permit. Persons violating state law with respect to possession and consumption of alcohol are subject to citation, arrest or exclusion from the campus.

13.17(3) Food and beverages shall be consumed in academic buildings only in areas designated by the responsible departmental supervisor.

**681—13.18(262) Livestock and pets.** All livestock and other domesticated animals, including but not limited to fowl, cats, dogs, cows, horses, mules, sheep, goats, swine, or reptiles, when on

university property, must be kept confined or otherwise physically constrained. Any such animal found running at large or found within university facilities and not part of a university-sponsored research program or project may be impounded. Consistent with the laws of the state of Iowa, such animals may be turned over to a city pound or other appropriate state or university agency. For sanitation and safety reasons, pets are not permitted in university buildings. Leader dogs and experimental subjects are excepted.

Pets are permitted on the campus in outdoor areas when properly controlled and confined and when their presence does not jeopardize the safety or sanitation of university facilities or the safety of individuals on the campus. In the case of pets such as dogs, proper confinement shall consist of a cage or a leash of sufficient strength to restrain the dog held by a person competent to govern the behavior of the dog. Any pets brought on the campus must be properly licensed and vaccinated under the laws of Iowa and tags indicating such license and vaccination shall at all times be attached to the collar of the pet. In those cases where impoundment is necessary, the owner of the animal or its claimant shall be personally responsible for all costs associated with reclaiming the animal.

Any person who walks an animal on public areas of the campus shall be responsible for the prompt collection and disposal of the solid waste excreted by that animal. This section shall not apply to animals under control of a handicapped person and especially trained for the purpose of assisting handicapped persons.

**681—13.19(262) Authority to order persons off the campus.** Any person violating university regulations may have their permission to remain in or on university premises revoked. A person who does not voluntarily leave, or who immediately returns, is subject to arrest for trespassing under state law. Persons who have engaged in serious or repeat violations of university regulations, who have committed crimes, or who have endangered other persons may be banned by the director of public safety or his/her designee from all or part of the campus. Such orders shall be issued in writing. Any person who is subject to such an order may appeal such action to the vice president for business and finance, who shall promptly handle the appeal. Persons who violate such orders are subject to arrest and prosecution for trespassing.